

Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☒ City Equipment: Trash totes, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days	
	Pre-planning		Notices		Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week		
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval				Date of Event

Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
 - Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25 (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ 50 (optional)
- ☐ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # _____
Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

Date: _____

"User"

By: Kenneth R. McCommon
Signature

Printed: Kenneth R. McCommon

Date: 2/7/2022

January 28, 2022

To: City of Lafayette Board of Works
From: Ken McCammon
Star City Blues and Jazz Festival Committee
Friends of Downtown

This letter is intended as a request to allow the closure of Main Street from the East sidewalk of 5th Street to the West sidewalk, and 5th Street between Columbia Street and Ferry Street from 2pm until 1am on Saturday, July 23, 2022. This will be done in conjunction with the Star City Blues and Jazz Festival.

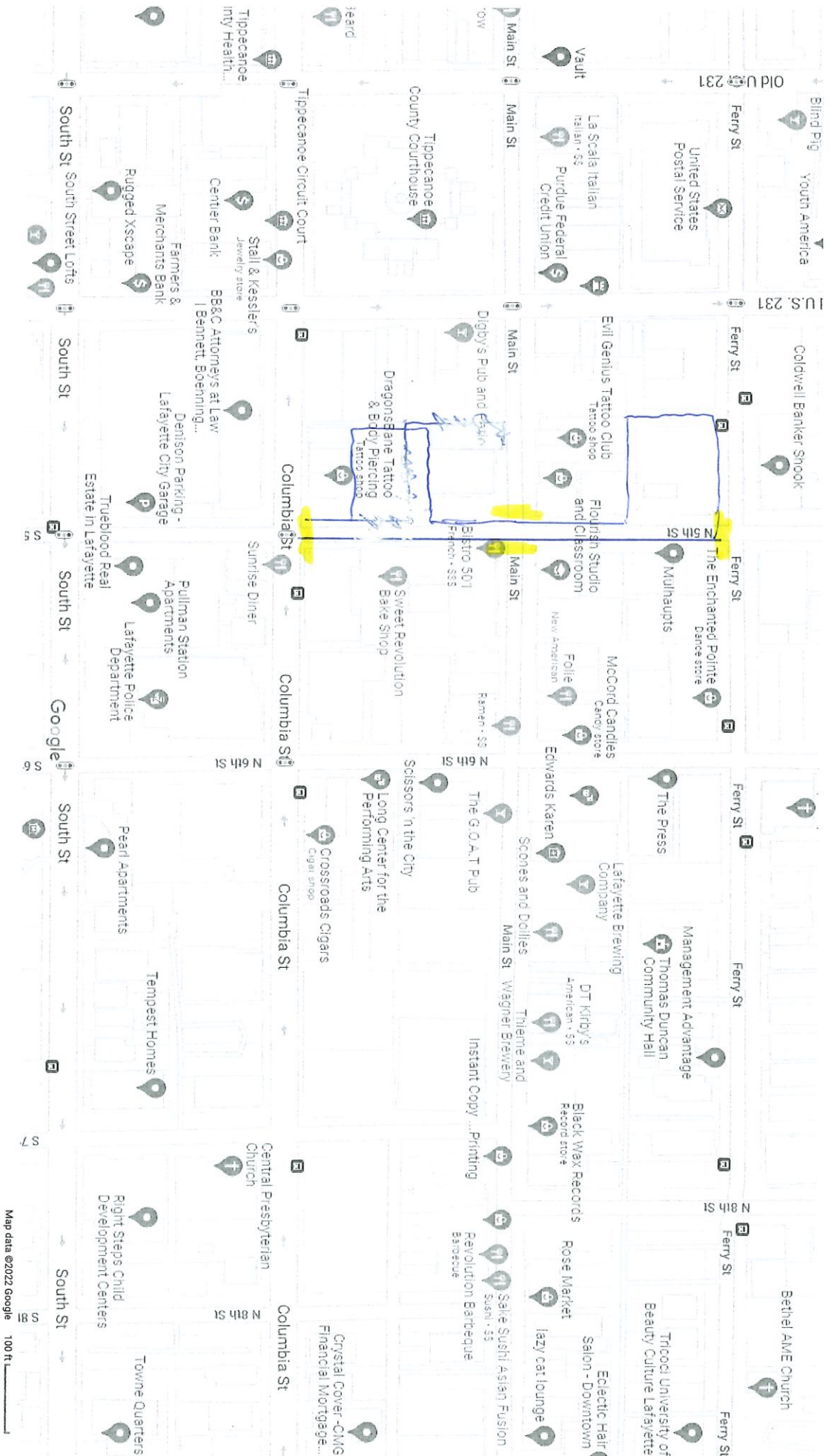
It is requested that the City of Lafayette provide barricades for closing the intersections and that these be delivered on Friday and picked up on Monday. Crews associated with the event will be responsible for erecting and removing these barricades. Signs will be required to inform people of the need to remove their vehicles from that portion of Main Street prior to the event (already in possession of organizers). It is also requested that additional trash/recycling receptacles be provided to facilitate cleanup after the event.

Sincerely,

Ken McCammon
Friends of Downtown

Google Maps

Blues + Jazz



Water Barriade / Street Closed Sign

STAR CITY BLUES AND JAZZ FESTIVAL

The "Star City Blues and Jazz Festival" committee of Friends of Downtown would like to announce the closure of Main Street from the East sidewalk of 5th Street to the West sidewalk, and 5th Street between Columbia street and Ferry Street from 2pm until 1am on Saturday, July 23, 2022. This will be done in conjunction with the Star City Blues and Jazz Festival.

This will allow the people of Greater Lafayette and surrounding communities an opportunity to enjoy a street festival complete with food, music and fun.

Please call Ken McCammon at 765-414-7608 if you have any questions.

MISCELLANEOUS PAYMENT RECPT#: 3081063
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 02/07/22 TIME: 11:08
CLERK: sscott DEPT:
CUSTOMER#: 999
MISC CUSTOMER
COMMENT: FRIENDS OF DOWNTOWN

CHARGES:

APG1 APPLICATION FEE	25.00
BARR BARRICADE RENTA	25.00
SPEQ SPECIAL EVENT E	25.00
AMOUNT PAID:	75.00

PAID BY: STAR CITY BLUES & JA
PAYMENT METH: CHECK
1058
REFERENCE:

AMT TENDERED:	75.00
AMT APPLIED:	75.00
CHANGE:	.00